

Caution

If the application from which the image was copied is closed before the image is pasted into the target, the image stored on the clipboard could be lost.

Inserting an image using a scanner

If a scanner is connected to your computer, Calc can call the scanning application and insert the scanned item into the document as an image. To start this procedure, choose **Insert > Media > Scan > Select Source**. After selecting the scanner, place the cursor where you want the image to be inserted, and choose **Insert > Media > Scan > Request**.

Although this practice is quick and easy, it is unlikely to result in a high-quality image of the correct size. You may get better results by passing scanned material into a graphics program and cleaning it up there, before inserting the resulting image into Calc.

Inserting an image from the Gallery

The Gallery (Figure 180) provides a convenient way to group reusable objects such as images and sounds that you can insert into your documents. The Gallery is available in all components of LibreOffice. You can add your own images as well as using the ones supplied with LibreOffice. For more information, see the *Getting Started Guide* Chapter 11, Images and Graphics.

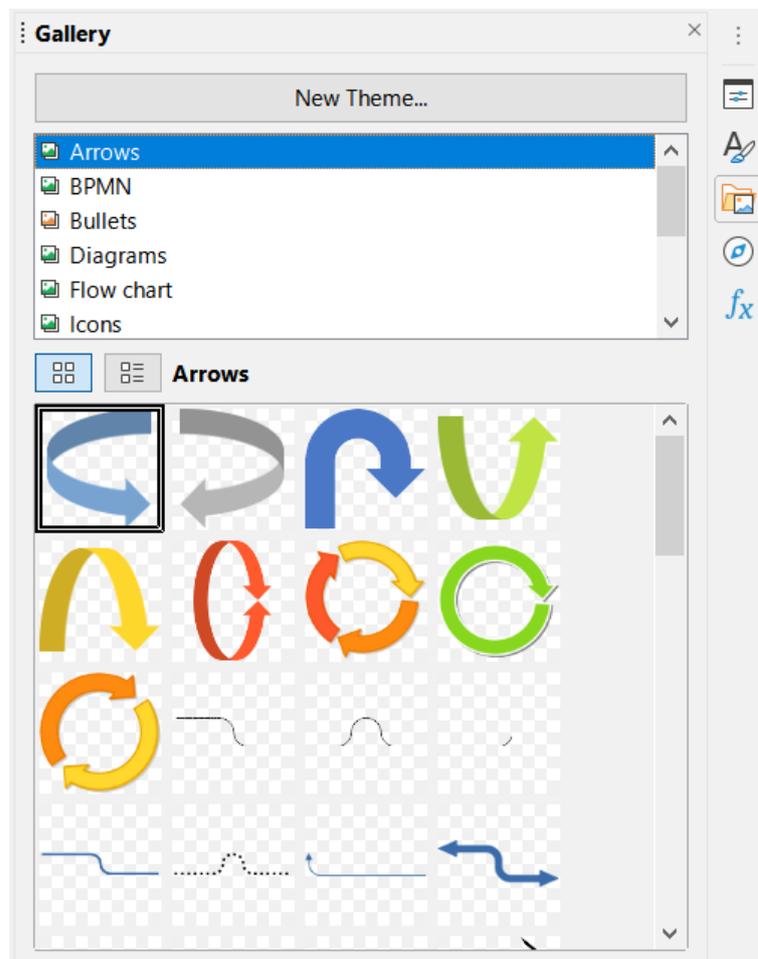


Figure 180: The Gallery in the Sidebar

To insert an image from the Gallery:

- 1) Click the **Gallery** icon on the Sidebar, or select **View > Gallery** on the Menu bar.